



**STATE OF NEW JERSEY**

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

In the Matter of Jennean Jordan-Gadsden, Assistant Municipal Tax Collector (PM1496W), Paterson

Examination Appeal

CSC Docket No. 2019-2127

**ISSUED: JUNE 14, 2019** (SLK)

Jennean Jordan-Gadsden appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Assistant Municipal Tax Collector (PM1496W), Paterson.

The education requirement for the subject examination was a Bachelor's degree. Applicants who did not possess the required education could substitute two years of fulltime experience in municipal tax collection which included duties in tax billing, collection, and enforcement and reporting; or one year of fulltime municipal tax collection experience and 30 credit hours. Additionally, possession of a current and valid Tax Collector's Certificate issued by the Department of Community Affairs could be substituted for the above education requirement. The requirements needed to be met by the June 21, 2018 closing date. *See N.J.A.C. 4A:4-2.6(a)*. The appellant was the only employee who applied for the subject examination and the examination was cancelled due to a lack of qualified candidates.

The appellant's application indicated that she possesses a high school diploma<sup>1</sup> and earned several Municipal Tax Collection certificates from Rutgers University. Additionally, she indicated that she was provisionally serving in the

<sup>1</sup> On appeal, the appointing authority indicates that the appellant earned a Bachelor's degree. However, the appellant did not include that information on her application or appeal. Additionally, the credits she received for her certificates from Rutgers are not applicable as college credits for purposes of the substitution clause found in the requirements.

subject title from March 2018 to the June 21, 2018 closing date and was a Senior Account Clerk from March 1997 to March 2018. Agency Services credited the appellant for three months of experience based on her provisional service in the subject title, but determined that she lacked one year and nine months of experience.

The record demonstrates that the appellant performed applicable out-of-title work as a Senior Account Clerk, as the appointing authority confirms that she performed the duties of the subject title from April 2017 to the June 21, 2018 closing date due to the retirement of the former Municipal Tax Collector. Additionally, it confirms that the appellant assisted the Municipal Tax Collector for 10 years as a Senior Account Clerk. Further, it highlights the Municipal Tax Collection certificates that the appellant possesses. Moreover, the appellant continues to serve provisionally in the subject title. Accordingly, in this matter, the Civil Service Commission finds good cause under *N.J.A.C. 4A:4-2.6(c)* to accept the appellant's out-of-title work experience for eligibility purposes only, and admit her to the examination.

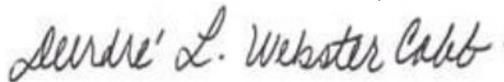
This determination is limited to the instant matter and does not provide precedent in any other matter.

### ORDER

Therefore, it is ordered that the appeal be granted, and the cancellation of the examination be rescinded and Jennean Jordan-Gadsden's application be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 12<sup>th</sup> DAY OF JUNE, 2019



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